



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

10/28/14

Theresa Lowary
1201 South Starr Ave
Burlington IA 52601

Dear Theresa,

This letter is in regards to the 10/28/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Theresa needs to unplug drop cord and light plugged into it in the basement and store appropriately.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Theresa needs to place tweezers in her transport vehicle first aid kit.

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

Theresa needs to unplug drop cord and light plugged into it in the basement and store appropriately.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Theresa needs to cover grill on her deck.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Theresa needs to write evacuation area on her plans posted and put specific address for it.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Theresa needs to insure that when files are reviewed annually by parents that they completely re-sign and re-date underneath of their previous signature and date if nothing has changed for information in the file.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for E.C.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for E.C.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for E.C.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need update for E.C.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/12/14.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **12/12/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY
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Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).